

BLUFFTON TOWN COUNCIL QUARTERLY WORKSHOP MINUTES  
JANUARY 19, 2016

Mayor Lisa Sulka called the meeting to order at 6:00 p.m. Council members present were Mayor Pro Tempore Larry Toomer, Fred Hamilton, Harry Lutz and Dan Wood. Town Manager Marc Orlando, Deputy Town Manager Scott Marshall, Assistant Town Manager/Executive Director of the Bluffton Public Development Corporation Shawn Leininger, Finance Director Shirley Freeman, Director of Growth Management Kendra Lelie, Director of Engineering Kim Jones, Chief of Police Joey Reynolds, and Town Attorney Terry Finger were also in attendance.

Public Comments:

There were none.

Town of Bluffton Town Hall Renovation Project:

Marc Orlando, Town Manager, gave an overview of the following:

Project Background:

- Beaufort County School District Ownership
- Lease through 2099
- Old Town Master Plan – Keep Town Hall in Old Town Bluffton Historic District
- Town investment of more than \$750k since 2000 in repairs and upkeep
- Town of Bluffton FY16 CIP Budget of \$500k for renovation design
- Town Hall occupies 2.5 acre site
- Approximately 27,000 sf building
  - Approximately 13,000 sf Town Hall
  - Approximately 3,000 sf May River Theater
  - Approximately 8,000 sf unoccupied
  - Approximately 3,000 sf Calhoun Station

Preliminary Goals and Priorities:

Town Hall Site Improvements:

- Organize and expand parking availability – approximately 145 spaces
- Add outdoor lighting to parking areas and building
- Establish formal gathering area for Town events and public use
- Minor improvements for on-site stormwater management
- Minor improvements to Town Hall signage
- Addition of pedestrian safety elements on Bridge Street and Pritchard Street

Preliminary Goals and Priorities - Continued:

Improve Town Building:

- Improve technology, efficiency of office space, and consolidate Town operation at Town Hall
- Provide formal public meeting space for Town Council meetings, Municipal Court, and other public meetings
- Enhance citizen entry and create a shared common area for Town Hall, May River Theater, and Municipal Court
- Improve customer and citizen experience at Town Hall
- Improve air quality, provide natural lighting, and remediate asbestos
- Enhance public safety measures for mixed-use functions
- Improve existing building systems and update building to current standards where feasible/required

Feasibility Study Summary of Findings:

- Existing building has “good bones” – can use the existing structure with alterations and additions per approved scope
- Adequate land for parking to accommodate various shared-uses
- Adequate space to accommodate current needs, while also room to grow
- Renovation will formalize a mixed-use Town Hall:
  - Town Hall Offices
  - Formal Public Meeting Space
  - Municipal Court
  - May River Theater
  - Calhoun Station

Existing Structure Feasibility Study:

Plumbing:

- The existing plumbing system is estimated to contain old cast iron pipes
- The existing restrooms are in poor quality, lack adequate handicap service and under served
- New sanitary vents & waste pipes are recommended
- New handicap restrooms and the proper amount of stalls are required in the renovation

Existing Structure Feasibility Study – Continued:

Lighting:

- The existing lighting system in the front wing consists of lay-in fluorescent acrylic lens units
- The existing lighting system in the rear wing is in various stages of disrepair and should be replaced

Asbestos:

- Currently there are numerous locations in the building that contain asbestos in some form
- Asbestos is located in floor tile, mastic, ceiling materials, plaster, stage curtain & roof flashing

Electrical:

- A new central, up to code, system is recommended to replace this during renovation

Mechanical:

- Front wing system of the building condition ranges from poor/fair to good condition
- Front wing system should have a strong consideration for a complete new system during renovation
- North wing will need a complete new system since the existing unit is non-operational

Fire Protection:

- The building is not provided with a fire sprinkler system
- Depending on the future renovation scope, a new system is strongly encouraged and may be required
- The front wing fire alarm system is in good condition
- The existing fire alarm system in the back wing is in disrepair and will need to be replaced
- As part of the renovation/addition, both a total building system will need to be established

Existing Structure Feasibility Study – Continued:

Roofing:

- The building had a retrofit metal roof added some time ago over the original flat roof system
- The general overall roof system is in good shape and mostly needs repairs in some locations

Structure:

- The exterior of the building is CMU block with an external brick veneer
- The block and bricks are in good shape and require minimal repointing in some areas
- The interior walls are a combination of CMU/brick walls with some gypsum walls
- The building has an open web metal truss system to support the roof structure. Various lintels are rusted and should be considered for repair or replacement
- All windows are older and need to be replaced with new thermal energy efficient windows

Project Scope/Preliminary Budget:

Space Assessment – 30,800 sf:

- Town Hall – 19,000 sf
- Town Council Chambers/Municipal Court – 5,800 sf
- May River Theater – 3,000 sf
- Calhoun Station – 3,000 sf

Preliminary Project Budget:

- FY16 - \$500k approved
- FY17 – additional \$2.5M - \$3M proposed

Preliminary Project Schedule:

- Construction start date – no later than November 2016

Project Proposal:

- Town Council prioritization of Town Hall Renovation Projects in FY16/17 CIP Program
- Town Council preliminary approval of proposed project:
  - Scope/Budget/Schedule

(Continued)

Bluffton Town Council Quarterly Workshop Minutes  
January 19, 2016

Project Proposal – Continued:

- Town Council approval to solicit the following proposals:
  - Design Team – architect, mechanical, electrical, plumbing, structural, and fire protection design professionals, and civil engineer
  - Construction Team – construction manager/general contractor with a not to exceed contract amount

Preliminary Project Schedule:

Existing Conditions & Conceptual Design Presentation Package	January 19, 2016
Solicitation of RFP/RFQ from Vendors	February 2016
RFP/RFQ Design Team Packages Due to Town	March 2016
Town Council Consideration of Design Team Contracts of Vendors	May 10, 2016
Design Team Kick-off	June 1, 2016
Town Hall Design/Town Council Consideration of Construction	June 1, 2016-
Contract/Construction Cycle	July 15, 2017

**Town Council was in consensus to precede with the project with more definite renovation costs.**

Fiscal Year 2016 Strategic Plan Action Agenda Status:

Marc Orlando, Town Manager, gave an overview of the following initiatives status:

- Policy
- Town Manager Consent
- Bluffton Public Development Corporation
- Don Ryan Center for Innovation
- Management in Progress
- Capital Improvements Program

Heritage Classic Foundation:

Town Attorney Terry Finger, Trustee of the Heritage Classic Foundation, announced that the Town of Bluffton will have additional branding for the 2016 RBC Heritage due to Mayor Sulka and Marc Orlando's efforts. Mayor Sulka stated that there are more Bluffton High students receiving the Foundation's scholarships.

Workshop adjourned at 7:20 p.m.

Bluffton Town Council Workshop Minutes  
January 19, 2016  
Page 6

---

Mayor

---

Town Clerk